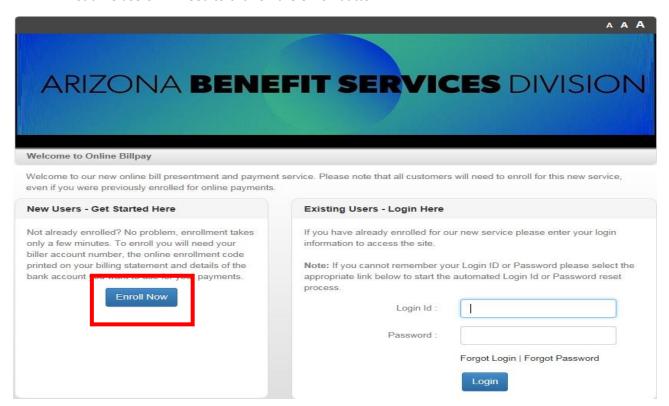
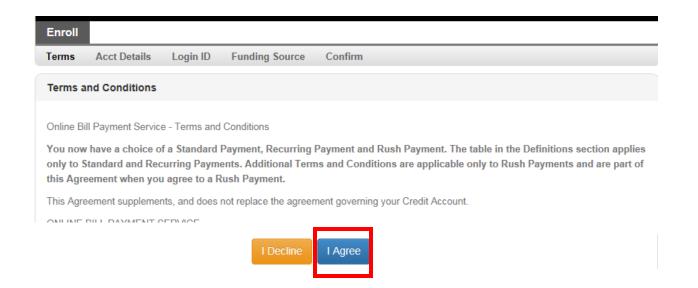
Enrolling as a New User

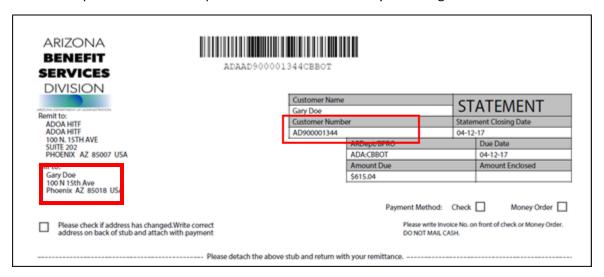
1. First time users will need to click on the enroll button.

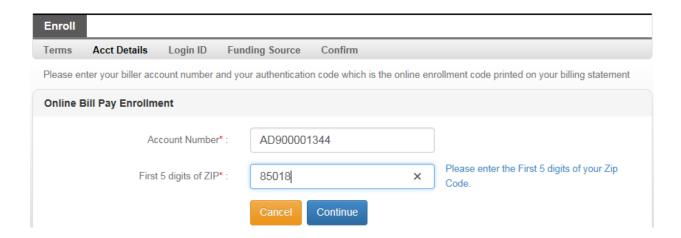


1. Review the terms and conditions. Once completed click the "I Agree" to continue. If you click "I Decline", it will not allow you to continue.

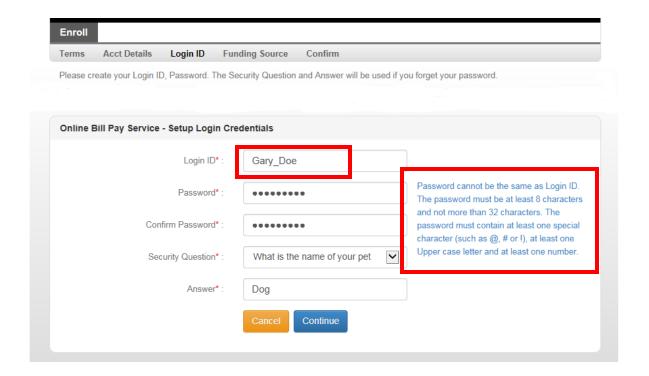


- 2. Enter account number from your Statement (AD+EIN). See screen print below. Include leading zeros as seen on your billing statement. (Example of EIN on billing statement: 00001344)
- 3. Enter zip code to confirm. Zip code should be the one on your billing statement.

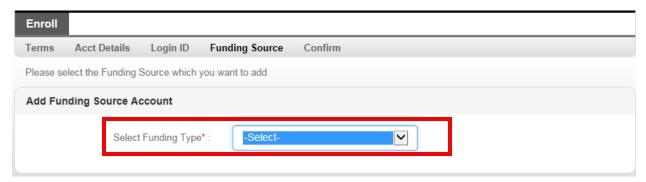




- 4. Create a unique Login ID (8-12 characters long, containing an underscore) and Password with the given specifications. (Please see picture below)
- 5. Select a security question from the drop-down menu and provide an answer in the designated field.
- 6. Click Continue

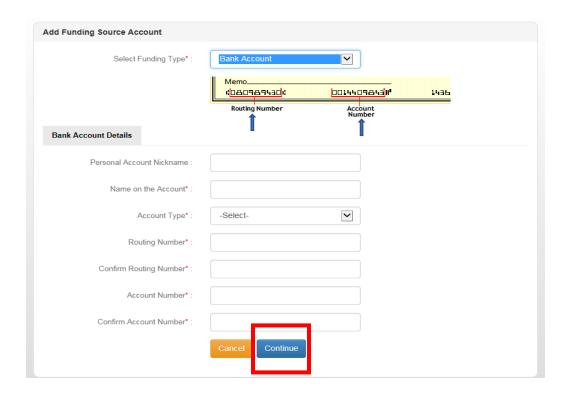


- 1. As part of the enrollment process, select a funding type. Here are the types of cards accepted:
 - a. Visa
 - b. MasterCard
 - c. Discover Card
- 2. Select the funding type of either a Bank Account or a Card Account.

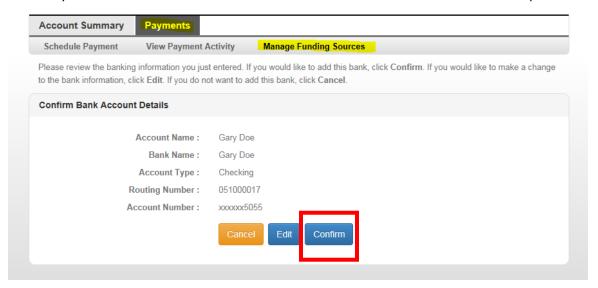


Bank Account as a Funding Type

- 1. By selecting "Bank Account" as your funding type, this screen will appear and you will need to populate the required fields.
- 2. When all appropriate fields are keyed in, click on continue



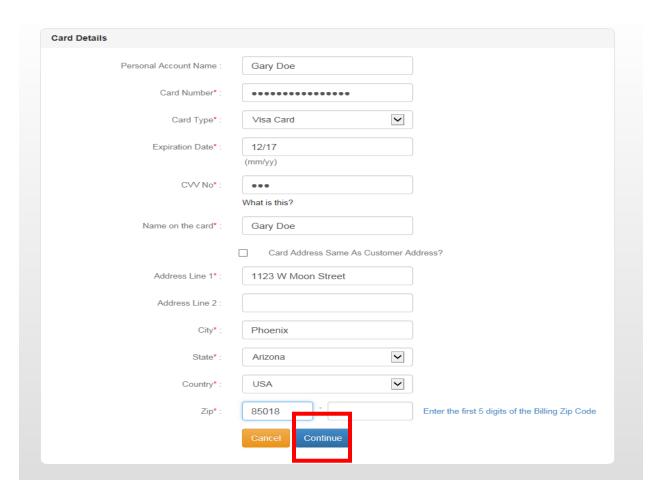
3. Verify the bank account information to ensure that it is accurate. Click Continue to proceed



4. You have successfully added a new funding source account and may proceed to managing your payments electronically.

Card as a Funding Type

- 1. By selecting "Card Account" as your funding type, this screen will appear and you will need to populate the required fields.
- 2. When all appropriate fields are keyed in, click on continue



3. Verify the funding source account information to ensure that it is accurate. Click confirm to proceed.

